

2007 PERSONAL PROPERTY CHECKLIST

The Personal Property Declarations can be printed using the 2007 schedules after this checklist has been completed.

Any questions regarding the Personal Property Depreciation Schedules and Function Code Files should be directed to Jim Powell at 1-800-777-0983.

Any questions regarding the programs or checklist should be directed to Technical Support at 1-800-334-7756.

For 2007, function code 349 has been **added**. See the Idaho Property Value Schedules Note #5 for more instruction on how to use this function code. Nothing will automatically be changed to this new function code – if you want to use it, you will need to go in and manually make the change to any affected parcels.

NEW DESCRIPTION	NEW FC	SCHED
Embedded Computer Systems	349	19
*See Idaho Property Value Schedules Note # 5 for more information		

1. **PPB060 - Clear Declaration Returned Field in Parcel Master.
REQUIRES DEDICATED UAD FILES**

This program should be run each year at the start of the PP cycle in order to keep track of those parcels without a current returned declaration.

The schedule file from the state will have:

State Depreciation Schedules	1 - 69
County Use	70 - 79
State Depreciation Schedules	80 - 99

2. If you **DO NOT** want to install either of the State supplied schedules skip to step #4 or #5. You will need to hand update the function code/schedule changes noted above.

3. **To install** the new 2007 PP Function Codes and Schedules:

A. **Retrieve the new schedules from our Technical Center website:**

http://tax.idaho.gov/propertytax/PropTechDocs/pt_techcenter.cfm

(The web download instructions are under Technical Services, Technical Tips: http://tax.idaho.gov/propertytax/pt_techservices_techtips.htm)

- B. Once you have restored the package from our website to your AS/400 and received the message that the package has been installed:

Call PPMANUAL {enter}

PPManual will give you 2 choices:

1. Install the "Level Trend" schedules & function code updates.
2. Install the "Continued Trend" schedules & function code updates.

The PPManual procedure will automatically merge the Old Schedule File and Function Code File with the New Schedule File and Function Code File. The program will keep those special schedules (70-79) and function codes (700-799) used by your county. You will only need to manually update your special schedules with your new depreciation schedules or add any new county schedules.

- C. When PPManual is done, it will kick out a report called PPB123. This report will list any parcels that had schedule changes. (Lists the function code and the old and new schedule.) Make sure you review this report. (PPB123 makes sure all schedules point to the correct functions code based on the cross reference file. If everything matches the cross reference file, the report will be blank.)

4. COUNTIES USING FUNCTION CODES:

- | | | |
|--------|----|--|
| PPB092 | 1. | List the new PP Schedule File and compare it to the schedules received from the Property Appraisal Bureau. |
| PPO001 | 2. | Make any additions to the new PP Schedule File. |
| PPB091 | 3. | List the new Function Code File |
| PPO002 | 4. | Make any additions to the new Function Code File. |

5. COUNTIES NOT USING FUNCTION CODES:

- | | | |
|--------|----|--|
| PPB092 | 1. | List the new PP Schedule File and compare it to the schedules received from the Property Appraisal Bureau. |
| PPO001 | 2. | Make any changes or additions to the New Schedule File. |